



# Request for Proposal (RFP) Professional Headshots for NACW Membership

## Organization Overview

The National Association of Career Women (NACW) creates an enriching environment for career women to connect, grow, and build professional and personal relationships that help them reach their full potential.

More information is available at [www.nacwonline.org](http://www.nacwonline.org)

## Scope of Work

NACW has two chapters, Lansing and Port Huron in Michigan. We are seeking a professional photographer to capture modern, professional-quality headshots for our members that attend our chapter meeting. This work is to include but not limited to approximately 70 headshots.

Headshots will be used by NACW and its members for:

- NACW membership directory (website + internal use)
- Member branding on LinkedIn, websites, business cards, and marketing materials
- NACW promotional content

## Requirements

1. Professional Headshot
2. Consistent backdrop and lighting at both locations for a unified professional look
3. Reproduction rights granted to both NACW and the individual members
4. Mobile studio setup to maximize efficiency at meetings
5. Multiple format options (square for LinkedIn, banner-style for websites, portrait ratio for print)
6. Optional digital background swaps for cohesive branding

## Deliverables

1. Final organized digital files delivered via secure online gallery or download
  - 1.1. One retouched photo per member (high-resolution + web-optimized formats)
  - 1.2. Natural touch-ups included (e.g., glare reduction, lighting balance, light retouching)
  - 1.3. Photos labeled and delivered by member name
2. Formats: high-resolution (print) + optimized web-ready files
3. Delivery deadline: 30 days after photos are taken.

## Schedule

1. Proposal deadline: December 12th, 2025 before 5p.m.
2. Final photographer selection: December 16, 2025
3. Photo session dates:
  - 3.1. Lansing: January 14th 2026;
    - 3.1.1. Set up/Photo session 11:30am -1:30 pm
    - 3.1.2. Address: Hidden Gem Event Venue, 4230 Charlar Drive, Holt, Michigan 48842
  - 3.2. Port Huron: February 11th, 2026;
    - 3.2.1. Set up at 11:30 am-1:30 pm
    - 3.2.2. Address: Double Tree Hotel, 800Harker St, Port Huron, MI 48060
4. Headshot electronic delivery deadline: 30 days after photos are taken.

## Proposal Submission

1. Proposals must be emailed by 5 p.m. on December 12th to [nacw.us@gmail.com](mailto:nacw.us@gmail.com)
2. Proposals must include:
  - 2.1. Provide all pricing listed below:
    - 2.1.1. Per member price regardless of location
    - 2.1.2. Per location price
    - 2.1.3. Lump sum for both locations
    - 2.1.4. Travel/location setup fees (if any) for each location
    - 2.1.5. Detail miscellaneous fees (if any)
  - 2.2. Include experience working with professional organizations and/or group sessions
  - 2.3. Portfolio examples of professional headshots
  - 2.4. References from three recent clients

## Contact

- The deadline for questions is December 1, 2025.
- Please submit all questions to [nacw.us@gmail.com](mailto:nacw.us@gmail.com)
- Questions and answers will be posted on [www.nacwonline.org](http://www.nacwonline.org)